

State Education Office

www.seo.dc.gov

Description	FY 2003 Approved	FY 2004 Proposed	% Change
Operating Budget	\$50,060,988	\$55,989,969	11.8

The mission of the State Education Office is to provide research, policy analysis, financial aid, food, and other education-related services to District youth, families, stakeholders, and decision-makers. SEO's purpose is to promote an equitable distribution of resources and opportunities so that informed decisions are made, student nutrition is enhanced and educational accountability and performance are improved.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Increase documented participation and expand services in federally funded nutrition programs by identifying 80 percent of eligible participants by FY 2004 and 95 percent of eligible participants by FY 2005.
- Ensure District-wide accountability for all

Did you know...

Telephone:	(202) 727-6436
The State Education Office was established in	FY 2001
Children served in the Summer Feeding Program in FY 2002	31,000
Increased outreach to students for the D.C. Tuition Assistance Grant (DCTAG) by:	229%

- public school student enrollment counts.
- Complete timely and accurate fall enrollment audits/samples as needed each year.
- Conduct periodic residency verification rule-makings required to ensure all out-of-district students are identified and properly charged for educational services.
- Make recommendations to the Uniform Per Student Funding Formula for the School Years 02/03 and 04/05.
- Ensure the successful transition of all new and future legislatively mandated state-level functions by having an integrated and fully functioning information system in place by FY 2004.
- Continue the expansion of educational research and data analysis capacity so that by FY 2004, 95 percent of survey participants report that they received the information they wanted and needed, and that the information that they received was accurate, thorough, easily accessible, and timely.

Where the Money Comes From

Table GD0-1 shows the sources of funding for the State Education Office.

Table GD0-1

FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change From FY 2003	Percent Change
Local Fund	2,362	4,216	5,594	9,947	4,352	77.8
Special Purpose Revenue Fund	0	234	176	176	0	0.0
Total for General Fund	2,362	4,450	5,770	10,123	4,352	75.4
Federal Payments	0	17,161	16,890	17,000	110	0.7
Federal Grant	24,479	26,075	26,917	28,617	1,700	6.3
Total for Federal Resources	24,479	43,236	43,807	45,617	1,811	4.1
Intra-District Fund	0	619	484	250	-234	-48.4
Total for Intra-District Funds	0	619	484	250	-234	-48.4
Gross Funds	26,841	48,304	50,061	55,990	5,929	11.8

- Increase the amount of post-secondary financial assistance opportunities available through SEO to residents of the District of Columbia so that 85 percent of eligible recipients are served— meaning knowing about financial assistance opportunities available to them— by FY 2005.
- Increase the participation of residents and key stakeholders in the ongoing planning, decision-making, and development of the State Education Office so that by FY 2004 all interested parties have been afforded an opportunity to participate in various SEO public processes.
- Ensure 100 percent of SEO employees will have received specialized training to do their jobs by the end of FY 2004.

Gross Funds

The proposed budget is \$55,989,969, representing an increase of \$5,928,981, or 11.8 percent from the FY 2003 budget of \$50,060,988. There are 67 total FTEs for the agency, an increase of 22 FTEs from FY 2003.

General Fund

Local Funds. The proposed budget is \$9,946,806, representing an increase of \$4,352,385, or 77.8 percent over the FY 2003 approved budget of \$5,594,421. There are 28 FTEs funded by Local sources, representing an increase of 11 FTEs from FY 2003.

Changes from the FY 2003 approved budget are:

- An increase of \$675,352 in personal services that includes:
- An increase of \$388,709 in personal services for the Educational Licensure Program transferred from Intra-District funding.
- An increase of \$62,382 in personal services, representing the funding of 1 FTE for the Educational Licensure Program.
- An increase of \$218,140 in personal services, representing the funding of 4 FTEs to support the college scholarship program.
- A reduction of \$17,473 in personal services representing gap-closing measures for FY 2004.
- An increase of \$23,594 in personal services, representing fringe benefits.

How the Money is Allocated

Tables GD0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table GD0-2

FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
11 Regular Pay - Cont Full Time	318	1,553	1,759	2,353	595	33.8
12 Regular Pay - Other	472	565	512	1,091	578	112.9
13 Additional Gross Pay	12	3	0	7	7	100.0
14 Fringe Benefits - Curr Personnel	129	366	384	523	139	36.2
15 Overtime Pay	0	11	0	10	10	100.0
Subtotal Personal Services (PS)	931	2,498	2,655	3,985	1,329	50.1
20 Supplies and Materials	43	58	70	146	75	107.2
30 Energy, Comm. and Bldg Rentals	8	-3	67	37	-30	-44.4
31 Telephone, Telegraph, Telegram, Etc	15	54	67	46	-21	-30.9
32 Rentals - Land and Structures	0	25	47	70	23	48.2
33 Janitorial Services	0	0	21	22	1	3.4
34 Security Services	0	0	28	31	3	9.2
40 Other Services and Charges	74	386	287	729	442	153.7
41 Contractual Services - Other	872	2,238	1,197	1,022	-175	-14.6
50 Subsidies and Transfers	24,572	42,640	45,492	49,706	4,214	9.3
70 Equipment & Equipment Rental	326	407	128	196	68	53.0
Subtotal Nonpersonal Services (NPS)	25,910	45,806	47,406	52,005	4,600	9.7
Total Proposed Operating Budget	26,841	48,304	50,061	55,990	5,929	11.8

- An increase of \$3,677,034 in nonpersonal services that includes:
 - An increase of \$111,909 in nonpersonal services for the Educational Licensure Program.
 - An increase of \$20,986 in nonpersonal services, representing fixed costs estimates provided by the Office of Financial and Resource Management (OFRM).
 - An increase of \$3,800,000 in nonpersonal services for educational services for foster care students.
 - A reduction of \$12,919 in nonpersonal services reflecting gap-closing measures for FY 2004.
- A reduction of \$200,970 in nonpersonal services, representing a savings in administrative costs.
- A reduction of \$41,972 in nonpersonal services in other Operating costs.

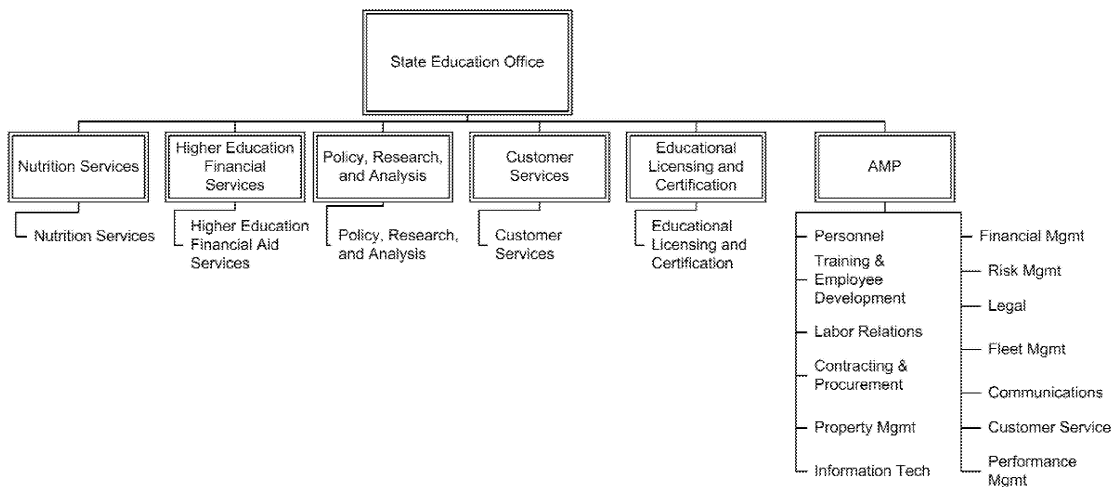
Special Purpose Revenue Funds. The proposed budget is \$176,000, representing no change from the FY 2003 approved budget of \$176,000. There are no FTEs supported by this funding source. The major source of funding for this category is the anticipated collection of bad debt (the 30-year defaulted student loans to be administered by a collection agency).

Table GD0-3

FY 2004 Full-Time Equivalent Employment Levels

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
General Fund						
Local Fund	19	38	17	28	11	64.7
Total for General Fund	19	38	17	28	11	64.7
Federal Resources						
Federal Payments	0	0	16	15	-1	-6.3
Federal Grant	0	0	10	22	12	120.0
Total for Federal Resources	0	0	26	37	11	42.3
Intra-District Funds						
Intra-District Fund	0	0	2	2	0	0.0
Total for Intra-District Funds	0	0	2	2	0	0.0
Total Proposed FTEs	19	38	45	67	22	48.9

Figure GD0-1

State Education Office

Federal Funds

Federal Payments. The proposed budget is \$17,000,000, representing an increase of \$110,500, or 0.6 percent over the FY2003 approved budget of \$16,889,500. There are 15 FTEs funded by Federal sources, which represents a reduction of 1 FTE, which has been reallocated to Local funding to correct a prior year error. The major source of this funding is the tuition assistance program, which helps District acquire a college education at close to in-state rates.

Changes from the FY 2003 approved budget are:

- A reduction of \$22,705 in personal services.
- An increase of \$133,205 in non-personal services.

Federal Grants. The proposed budget is \$28,617,163, representing an increase of \$1,700,130 or 6.3 percent over the FY 2003 approved budget of \$26,917,033. There are 22 FTEs funded by Federal sources, representing an increase of 12 FTEs from FY 2003.

Changes from the FY 2003 approved budget are:

- An increase of \$645,613 in personal services.
- An increase of \$1,054,517 in nonpersonal services.

Intra-District Funds

Intra-District Funds. The proposed budget is \$250,000, representing a reduction of \$234,034, or 48.4 percent from the FY 2003 approved budget of \$484,034. There are 2 FTEs funded by Intra-District sources, representing a decrease of 5 FTEs from FY 2003. These FTEs were transferred to Local funding for the Educational Licensure program. The only function under Intra-District funding is an MOU from DHS for Income Maintenance Administration.

Changes from the FY 2003 approved budget are:

- An increase of \$30,988 in personal services.
- A reduction of \$265,022 in nonpersonal services, representing a decrease in the number of services to be billed for.

Programs

The State Education Office operates the following programs:

Policy Research and Analysis

	FY 2003*	FY 2004
Budget	\$675,848	\$5,592,209
FTEs	-	17

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Policy Research and Analysis** program provides accessible, reliable and accurate information to citizens and policy makers so they can make well-informed decisions about education in the District. This program includes these services:

- Providing annual reports to the U.S. Department of Education's Integrated Postsecondary Education Data System (IPEDS).
- Collecting and analyzing student and program-level data at the postsecondary level.
- Formulating and promulgating rules for the documentation and verification of District residency for public and public charter school students.
- Conducting an annual audit of public charter school students and providing recommendations for the Uniform Per Student Funding Formula.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 1: Policy, Research, and Analysis.

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Jan Holland-Chatman

Supervisor(s): C. Vannessa Spinner, State Education Officer

Measure 1.1: Percent of policy makers/key stakeholders/members of the public reporting they received the information that they wanted/needed

	Fiscal Year	
	2004	2005
Target	85	90
Actual	-	-

Education Licensing and Certification

	FY 2003*	FY 2004
Budget	\$0	\$961,724
FTEs	-	6

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Education Licensing and Certification** Program provides regulatory compliance services to non-public educational institutions and residents of the District of Columbia so that educational institutions are legally enabled to meet the educational needs and requirements of District residents. This program has one activity:

- The Education Licensing and Certification program provides several services. One of the services requires trained staff to conduct site visits to review programs and service provisions in educational institutions against the required regulations. Based on this review, staff may recommend remedial or other actions to be implemented.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 2: Educational Licensing and Certification.

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Rolin Sidwell

Supervisor(s): C. Vannessa Spinner, State Education Officer

Measure 2.1: Percent of new license applications reviewed and responded to within 3 weeks

	Fiscal Year	
	2004	2005
Target	85	85
Actual	-	-

Measure 2.2: Percent of complaints responded to within 48 hours

	Fiscal Year	
	2004	2005
Target	90	95
Actual	-	-

Customer Services

	FY 2003*	FY 2004
Budget	\$499,367	\$707,630
FTEs	-	6

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Customer Services** Program provides responses to inquiries, targeted outreach, information and marketing services to District of Columbia residents so that they can increase their awareness of educational and licensing programs and services offered by the State Education Office. This program has one activity:

In addition, this program provides administrative, marketing and outreach services in response to customer inquiries. This program is comprised of a unified staff that has been cross trained to work with customers and organizations regarding higher education financial services, nutrition services, post secondary licensure services, policy, research and analysis studies, and reporting functions.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 3: Customer Services.

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Leonard Proctor

Supervisor(s): C. Vanessa Spinner, State
Education Officer

**Measure 3.1: Percent of front-line customer contacts
rated at the highest level**

	Fiscal Year	
	2004	2005
Target	75	80
Actual	-	-

**Measure 3.2: Percent of citizens satisfied with the
availability of information concerning SEO**

	Fiscal Year	
	2004	2005
Target	75	80
Actual	-	-

Nutrition Services

	FY 2003*	FY 2004
Budget	\$27,023,175	\$27,618,415
FTEs	-	13

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Nutrition Services** Program provides federal funding, compliance monitoring, technical assistance and training and outreach and marketing information to the District's public, private, non-profit institutions, as well as other organizations. Nutritional meals are provided to all eligible children and other recipients attending District schools. The services offered ensure the nutritional well-being of children and adults, while enhancing services provided by public and private entities such as schools, charitable organizations and government entities. The Nutrition Services program has one activity with several services. The Special Nutrition Program provides nutritious meals to children in approved settings through five programs: the National School Lunch Program, the School Breakfast Program, the Child and Adult Care Food Program, the Special Milk Program, and the Summer Food Program. Providers include schools, childcare agencies, community groups, and local government sponsors. An example of one of the services is the National School Lunch Program (NSLP) that provides reimbursement for nutritious lunches providing one third of the

Recommended Dietary Allowances (RDA) served to children attending public and private non-profit schools or residential childcare institutions. It also provides funds for snacks served to children in the After School Snack Program. In the 2001-2002 school year, NSLP provided 8,675,433 meals to 74,691 District of Columbia school children attending D.C. schools. In addition, approximately 124,504 children received nutritious snacks through the After School Snack Program. Another service is the Child and Adult Care Food Program (CACFP), which provides reimbursement for healthy meals and snacks served to children receiving day care in centers and homes or congregate meals in homeless shelters, children in the After School Snack Program, and adults in centers. In 2002, 9,315 children in Head Start, childcare centers, and family day homes received up to two nutritious meals and a snack daily through this entitlement program.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 4: Nutrition Services.

Citywide Strategic Priority Area(s): Making
Government Work

Manager(s): Cynthia Bell

Supervisor(s): C. Vanessa Spinner, State
Education Officer

**Measure 4.1: Percent of eligible children participating
in nutrition programs/receiving nutrition services**

	Fiscal Year	
	2004	2005
Target	75	80
Actual	-	-

Higher Education Financial Services

	FY 2003*	FY 2004
Budget	\$19,908,995	\$19,515,934
FTEs	-	16

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Higher Education Financial Services** Program provides grant funds to students to

assist in the financing of their post-secondary education. This program has one activity with the primary service consisting of the District of Columbia's Tuition Assistance Grant Program (TAG). The TAG program provides grants to assist District high school graduates with their college tuition payments. In FY 2003, the TAG program has been expanded to also provide grants to students attending all historically private Black colleges and universities in the country.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 5: Higher Education Financial Services.

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Ulysses Glee

Supervisor(s): C. Vanessa Spinner, State Education Officer

Measure 5.1: Percent of awarded grants paid within established timeframes

	Fiscal Year	
	2004	2005
Target	80	85
Actual	-	-

Measure 5.2: Percent of available grant funds awarded

	Fiscal Year	
	2004	2005
Target	80	85
Actual	-	-

Agency Management

	FY 2003*	FY 2004
Budget	\$1,953,603	\$1,594,057
FTEs	-	9

* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The Agency Management Program provides the operational support to the agency so it has the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency

Management program can be found in the Strategic Budgeting chapter.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

Key Result Measures

Program 6: Agency Management.

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Keith Canty

Supervisor(s): C. Vanessa Spinner, State Education Officer

Measure 6.1: Dollars saved by agency-based labor management partnership project(s)

	Fiscal Year	
	2004	2005
Target	-	-
Actual	-	-

Note: Agencies are establishing their cost-saving projects during the second-third quarters of FY 2003.

Measure 6.2: Percent of SEO's activities with long-range IT plans

	Fiscal Year	
	2004	2005
Target	95	95
Actual	-	-

Measure 6.3: Percent variance of estimate to actual expenditure (over/under)

	Fiscal Year	
	2004	2005
Target	5	5
Actual	-	-

Measure 6.4: Percent reduction of employee lost work-day injury cases SEO-wide as compared to FY 2003 baseline data (baseline data will be compiled during the fiscal year)

	Fiscal Year	
	2004	2005
Target	-10	-10
Actual	-	-

Measure 6.5: Rating of 4-5 on all four telephone service quality criteria: 1) Courtesy, 2) Knowledge, 3) Etiquette and 4) Overall Impression

	Fiscal Year	
	2004	2005
Target	4	4
Actual	-	-

Measure 6.6: Percent of Key Result Measures achieved

	Fiscal Year	
	2004	2005